

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 8**

**March 6, 2002**

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions and revisions to the Department Manual.

**PROCEDURE:**

- I. JURY DUTY - REVISED.** The California Code of Civil Procedure prohibits peace officers from being selected for jury service in civil or criminal matters (Section 219(b)(1)). To address this issue, Department procedure has been revised.

When an officer receives a Juror Affidavit questionnaire, he/she shall complete the affidavit, indicating he/she is a peace officer and follow all applicable instructions. If available, the officer shall utilize the appropriate check box(es) for law enforcement personnel, requesting to be excused. If no check box is available, officers shall write the following statement in the explanation section of the affidavit:

"I am a sworn officer of the Los Angeles Police Department and I request to be excused, per California Code of Civil Procedure Section 219(b)(1)."

Upon completion of the appropriate sections of the affidavit, officers shall return it to the jury commissioner, as directed.

**AMENDMENTS:** This Order amends Section 3/784.05 and deletes Sections 3/784.10, 3/784.12 and 3/784.14 of the Department Manual.

**AUDIT RESPONSIBILITY:** Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. BOOKING ADVICE - REVISED.** Department procedure (4/216.12) requires an investigative supervisor giving booking advice to review the completed report(s) and place his/her initials at the end of the narrative. An audit determined that investigating supervisors were usually end of watch before the reports were completed, which resulted in non-compliance with this procedure. To streamline this

process, Department procedure is revised to limit this responsibility.

When available, or in complex arrests requiring additional review, the investigative supervisor giving booking advice shall review all related reports for required content and place his/her initials and serial number at the conclusion of the narrative portion of each report. This change does not affect other Department procedure associated with booking approval and booking advice.

**AMENDMENT:** This Order amends Section 4/216.12 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. THE NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS, FORM 15.37.02 - REVISED.** The use and distribution of Form 15.37.02 have not changed. Current completion procedure remains in effect with the following revisions and additions:

- \* The "FES-Bureau Control No." shall be completed with the sequential number assigned by the bureau for all Narcotics Division (ND), Field Enforcement Section (FES) expenditures;
- \* The "Approving Supervisor/Commanding Officer" box shall be signed by the approving supervisor when the expenditure is \$250 or less. The commanding officer shall sign this box when the expenditure is over \$250;
- \* The "Witnessing Supervisor/Officer in Charge" box shall be signed by the witnessing supervisor when the expenditure is \$250 or less. A witnessing officer in charge shall sign this box when the expenditure is over \$250; and,
- \* The "Supervisor Approving Report(s)" shall sign this box after verifying completion and accuracy of the Narcotic Expenditure-Secret Service Funds form and all related forms and reports (e.g., Arrest Book, Arrest Report, Property Report, Informant Control Package).

**FORM AVAILABILITY:** The Narcotic Expenditure - Secret Service Funds, Form 15.37.02, will be available for ordering from the Department of General Services,

Distribution Center, in about 30 days, and will be placed on the Department's Local Area Network (LAN). A copy of the revised form is attached for duplication and immediate use. The previous version of this form shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order amends Section 5/15.37.02 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

Attachment

**DISTRIBUTION "A"**